Kentucky Workforce Innovation Board (KWIB)

Artificial Intelligence (AI) Workforce Readiness Taskforce Meeting

AGENDA
August 7th, 2025
2:00 pm – 3:30 pm EDT

Zoom Meeting

Attendee: Kim Menke, Dr. Jeffrey Sun, Lakisha Miller, Alice Houston, Dr. Sean Jackson, Travis Winkler, Nathan Lyttle, Brandon Combs, Camisha Powell, Chabela Longoria, Brittany Layne, JC Gregory, Rick Jones, Johnny W. Collett, Rachel Adams, Leslie Sizemore

Staff: Alisher Burikhanov, Debbie Dennison, Elishah Taylor, LaChrista Ellis, Sara Jaggers

Welcome and Introductions

Alisher Burikhanov, Executive Director, Kentucky Workforce Innovation Board (KWIB), opened the meeting by emphasizing the growing relevance of AI and the importance of collaboration across sectors. Taskforce co-chairs **Kim Menke, Provision Process Solutions,** and **Dr. Jeffrey Sun, University of Louisville,** led introductions. Taskforce members were asked to share their name, organization, current engagement with AI, and aspirations for how technology could support their work. Members shared a range of uses for AI, from data analysis to personal assistance.

Overview of Taskforce Purpose, Deliverables, Goals

Dr. Sun presented the overall mission of the taskforce, focused on building a framework of recommendations across three pillars: education, equipping workers, and identifying AI opportunities. He shared that the taskforce would work through the end of the calendar year, referencing the briefing materials. Monthly meetings will focus on specific topics with goals to align efforts and support leaders in navigating AI integration.

Landscape, Advancement, and Terms

Dr. Sun provided a foundational overview of AI terminology and development. He distinguished between traditional analytics, big data, and generative AI/large language models (LLMs). He noted that current AI tools are operating at an Agentic AI level, with the potential to evolve toward AGI (Artificial General Intelligence). The discussion highlighted how AI collects and synthesizes data from various sources and the implications for automation, decision-making, and the future of workforce skills.

Questions and comments from members emphasized real-world applications of AI in communication, planning, and business strategy. The conversation also addressed the importance of data quality, ethical considerations, and the need for human oversight in AI processes. Dr. Sun reinforced the importance of good data inputs and suggested a role for students in identifying potential errors in AI-generated content.

Use Cases of AI

Kim Menke led a discussion on potential AI use cases, encouraging participants to share examples of effective implementation. He highlighted the importance of understanding AI integration at varying levels—from basic applications to advanced systems. Case study suggestions included Amazon and Deloitte, organizations already embracing AI in practical, impactful ways. The goal is to identify models that can inspire and guide Kentucky's workforce and business leaders.

Recap, Timeline, and Meeting Schedule

Mr. Menke closed the meeting by summarizing key points and emphasizing the need to make AI information and tools demonstrable and understandable. He asked members to share ideas and materials with Alisher and noted that slides from the session would be distributed. The next meeting was scheduled for September 3, 2025, and will focus on conducting a SWOT analysis. Future meetings will follow a monthly structure, each addressing a specific area of emphasis. Menke invited final questions and thanked participants for their engagement.

3:29 pm Adjournment

TEAM KENTUCKY®

EDUCATION AND LABOR CABINET

AI Workforce Readiness Taskforce

Meeting Briefing Packet

August 7, 2025

2:00 – 3:30 pm EDT

AI Workforce Readiness Taskforce Meeting

August 7, 2025, 2 pm - 3:30 pm EDT

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Kentucky Workforce Innovation Board (KWIB)

AI Workforce Readiness Taskforce Meeting

AGENDA
August 7th, 2025
2:00 pm – 3:30 pm EDT

Join Zoom Meeting

https://us06web.zoom.us/j/88007749882?pwd=SeyGciacuFHrWdibykPa4YENI3aXdo.1

Meeting ID: 880 0774 9882 Passcode: 901334

2:00 pm **Welcome and Introductions** ……*Kim Menke*
Taskforce Co-Chair
Provision Process Solutions

(1) Name & Organization
(2) Current engagement with AI
(3) What would you want tech to do for you?

Jeffrey Sun, Ph.D.
Taskforce Co-Chair
University of Louisville

2:30 pm **Overview of Taskforce Purpose, Deliverables, Goals** …… *Jeffrey Sun, Ph.D.*

Framework of Recommendations for:
- *Education*
- *Equipping Workers*
- *Other opportunities for Leveraging AI*

2:45 pm **Landscape, Advancement, and Terms**…… *Jeffrey Sun, Ph.D.*

3:00 pm **Use Cases of AI** …… *Kim Menke*

3:20 pm **Recap, Timeline, and Meeting Schedule** …… *Kim Menke*

3:30 pm **Adjournment**

KWIB AI WORKFORCE READINESS TASKFORCE

Co-Chairs: Kim Menke and Dr. Jeffrey Sun

AI Taskforce

Business

Name	Affiliation	Email
Alice Houston	HJI Solutions	ahouston@hjisolutions.com
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Education

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Government

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Artificial Intelligence Glossary

AI (artificial intelligence)

AI stands for artificial intelligence, which is the simulation of human intelligence processes by machines or computer systems. AI can mimic human capabilities such as communication, learning, and decision-making.

AI ethics

AI ethics refers to the issues that AI stakeholders such as engineers and government officials must consider to ensure that the technology is developed and used responsibly. This means adopting and implementing systems that support a safe, secure, unbiased, and environmentally friendly approach to artificial intelligence.

Algorithm

An algorithm is a sequence of rules given to an AI machine to perform a task or solve a problem. Common algorithms include classification, regression, and clustering.

Application programming interface (API)

An API, or application programming interface, is a set of protocols that determine how two software applications will interact with each other. APIs tend to be written in programming languages such as C++ or JavaScript.

Big data

Big data refers to the large data sets that can be studied to reveal patterns and trends to support business decisions. It's called "big" data because organizations can now gather massive amounts of complex data using data collection tools and systems. Big data can be collected very quickly and stored in a variety of formats.

Chatbot

A chatbot is a software application that is designed to imitate human conversation through text or voice commands.

Cognitive computing

Cognitive computing is essentially the same as AI. It's a computerized model that focuses on mimicking human thought processes such as pattern recognition and learning. Marketing teams sometimes use this term to eliminate the sci-fi mystique of AI.

Computer vision

Computer vision is an interdisciplinary field of science and technology that focuses on how computers can gain understanding from images and videos. For AI engineers, computer vision allows them to automate activities that the human visual system typically performs.

Data mining

Data mining is the process of sorting through large data sets to identify patterns that can improve models or solve problems.

Data science

Data science is an interdisciplinary field of technology that uses algorithms and processes to gather and analyze large amounts of data to uncover patterns and insights that inform business decisions.

Deep learning

Deep learning is a function of AI that imitates the human brain by learning from how it structures and processes information to make decisions. Instead of relying on an algorithm that can only perform one specific task, this subset of machine learning can learn from unstructured data without supervision.

Emergent behavior

Emergent behavior, also called emergence, is when an AI system shows unpredictable or unintended capabilities.

Generative AI

Generative AI is a type of technology that uses AI to create content, including text, video, code and images. A generative AI system is trained using large amounts of data, so that it can find patterns for generating new content.

Guardrails

Guardrails refers to restrictions and rules placed on AI systems to make sure that they handle data appropriately and don't generate unethical content.

Hallucination

Hallucination refers to an incorrect response from an AI system, or false information in an output that is presented as factual information.

Hyperparameter

A hyperparameter is a parameter, or value, that affects the way an AI model learns. It is usually set manually outside of the model.

Image recognition

Image recognition is the process of identifying an object, person, place, or text in an image or video.

Large language model

A large language model (LLM) is an AI model that has been trained on large amounts of text so that it can understand language and generate human-like text.

Limited memory

Limited memory is a type of AI system that receives knowledge from real-time events and stores it in the database to make better predictions.

Machine learning

Machine learning is a subset of AI that incorporates aspects of computer science, mathematics, and coding. Machine learning focuses on developing algorithms and models that help machines learn from data and predict trends and behaviors, without human assistance.

Natural language processing

Natural language processing (NLP) is a type of AI that enables computers to understand spoken and written human language. NLP enables features like text and speech recognition on devices.

Neural network

A neural network is a deep learning technique designed to resemble the human brain's structure. Neural networks require large data sets to perform calculations and create outputs, which enables features like speech and vision recognition.

Overfitting

Overfitting occurs in machine learning training when the algorithm can only work on specific examples within the training data. A typical functioning AI model should be able to generalize patterns in the data to tackle new tasks.

Pattern recognition

Pattern recognition is the method of using computer algorithms to analyze, detect, and label regularities in data. This informs how the data gets classified into different categories.

Predictive analytics

Predictive analytics is a type of analytics that uses technology to predict what will happen in a specific time frame based on historical data and patterns.

Prescriptive analytics

Prescriptive analytics is a type of analytics that uses technology to analyze data for factors such as possible situations and scenarios, past and present performance, and other resources to help organizations make better strategic decisions.

Read more: Data Analysis Terms: A to Z Glossary

Prompt

A prompt is an input that a user feeds to an AI system to get a desired result or output.

Quantum computing

Quantum computing is the process of using quantum-mechanical phenomena such as entanglement and superposition, to perform calculations. Quantum machine learning uses these algorithms on quantum computers to expedite work because it performs much faster than a classic machine learning program and computer.

Reinforcement learning

Reinforcement learning is a type of machine learning in which an algorithm learns by interacting with its environment and then is either rewarded or penalized based on its actions.

Sentiment analysis

Also known as opinion mining, sentiment analysis is the process of using AI to analyze the tone and opinion of a given text.

Structured data

Structured data is data that is defined and searchable. This includes data like phone numbers, dates, and product SKUs.

Supervised learning

Supervised learning is a type of machine learning in which classified output data is used to train the machine and produce the correct algorithms. It is much more common than unsupervised learning.

Token

A token is a basic unit of text that an LLM uses to understand and generate language. A token may be an entire word or parts of a word.

Training data

Training data is the information or examples given to an AI system to enable it to learn, find patterns, and create new content.

Transfer learning

Transfer learning is a machine learning system that takes existing, previously learned data and applies it to new tasks and activities.

Turing test

The Turing test was created by computer scientist Alan Turing to evaluate a machine's ability to exhibit intelligence equal to humans, especially in language and behavior. When facilitating the test, a human evaluator judges conversations between a human and machine. If the evaluator cannot distinguish between responses, then the machine passes the Turing test.

Unstructured data

Unstructured data is data that is undefined and difficult to search. This includes audio, photo, and video content. Most of the data in the world is unstructured.

Unsupervised learning

Unsupervised learning is a type of machine learning in which an algorithm is trained with unclassified and unlabeled data so that it acts without supervision.

Voice recognition

Voice recognition, also called speech recognition, is a method of human-computer interaction in which computers listen and interpret human dictation (speech) and produce written or spoken outputs. Examples include Apple's Siri and Amazon's Alexa, devices that enable hands-free requests and tasks.

2025 Kentucky Workforce Innovation Board
Artificial Intelligence Workforce Readiness Taskforce

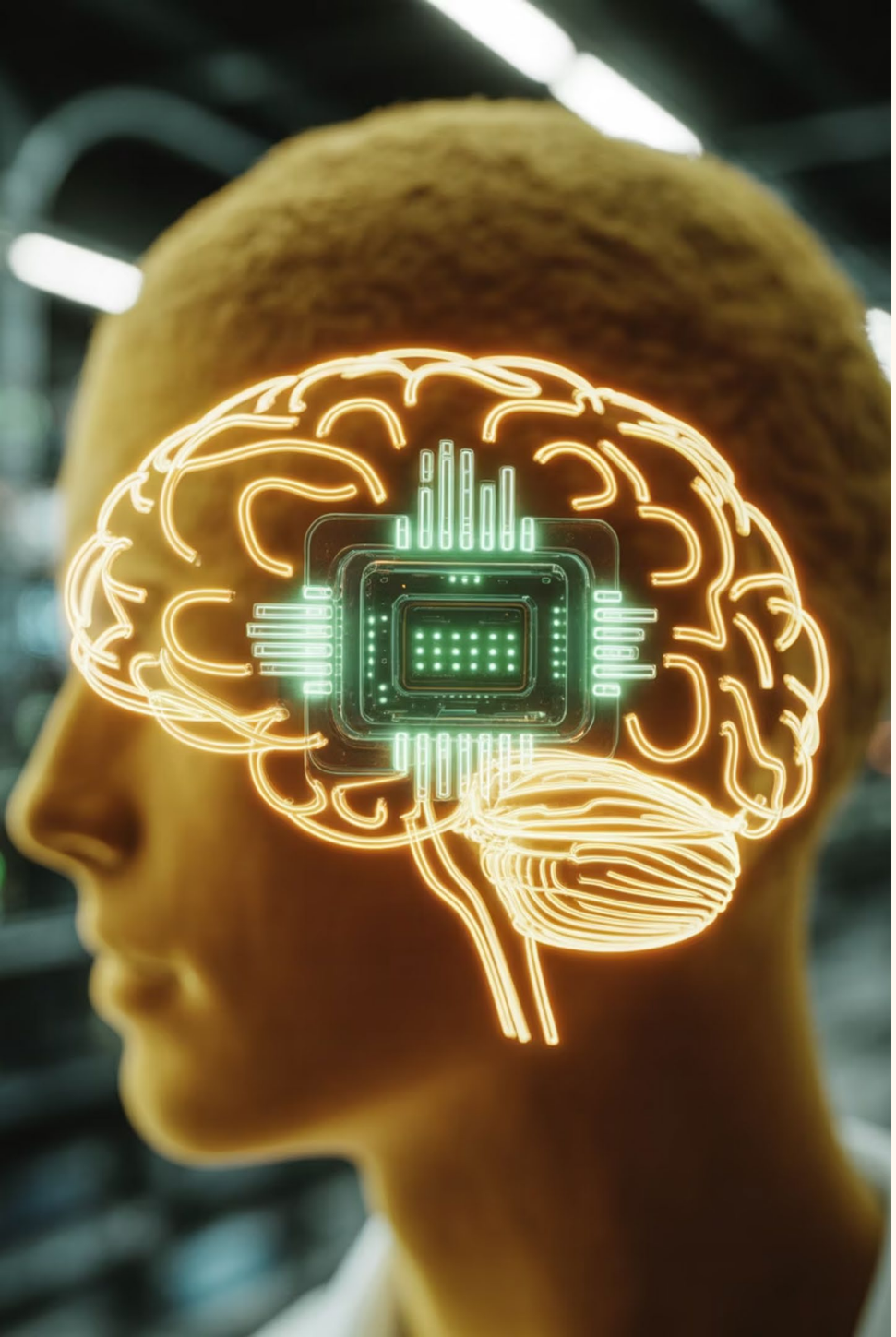
Wednesday, September 3

Wednesday, October 1

Thursday, November 6

Wednesday, December 3

All meetings are scheduled for 2:00-3:30 pm ET and will be conducted virtual on zoom.



Understanding AI:
Implications for Workforce & State Policy

A guide to essential AI concepts for policymakers, HR professionals, educators, and workforce leaders.

What Is AI?

Definition

The simulation of human intelligence by machines that learn from data, identify patterns, and make decisions.

Applications

Voice assistants, chatbots, fraud detection, and automated hiring tools embedded in both public services and private enterprise.

Understanding AI isn't just for technologists anymore—it's for HR officers, governors, legislators, educators, and anyone shaping workforce policy.

AI Fundamentals

1

Algorithms

Rule-based instructions that help machines solve problems.

2

Machine Learning

Systems learn from data, improving over time without explicit programming.

3

Training Data

Examples given to machines to help them learn.

Supervised Learning

Learning from labeled examples

Unsupervised Learning

Detecting patterns in unlabeled data

Reinforcement Learning

Learning by reward and punishment

Analytics & Big Data

With big data, AI can do more than just react—it can predict and prescribe actions based on massive datasets.

Predictive Analytics

Forecasts future trends based on historical data patterns.

Prescriptive Analytics

Recommends actions based on simulations or scenarios.

AI can anticipate labor shortages, optimize public transit routes, or recommend

Generative AI & LLMs

One of the most revolutionary advances in AI is generative AI—tools that create human-like content: essays, reports, images, even code.

Large Language Models

Massive AI systems trained on enormous text datasets that can understand and generate human language.

Prompts

The input that triggers a response from generative AI systems.

These tools are already transforming roles in customer service, content creation, education, and software development.

AI Risks & Guardrails

Hallucination

AI may confidently generate wrong or fabricated information.

Bias

If training data reflects discrimination, the AI will reproduce it.

Emergent Behavior

AI may develop unexpected capabilities we didn't program.

⚠ We need guardrails—including audits, usage policies, and algorithmic transparency. Public agencies must lead with accountability in AI deployment.

Contemporary AI Trends

AI Agents

Semi-autonomous systems that can execute complex tasks across platforms.

AI Copilots

Tools that assist humans in doing work, such as writing, coding, or research.

Model Auditing

Third-party reviews to verify fairness, transparency, and compliance.

Corporate and public sector leaders are now asking: How do we govern these tools? How do we ensure alignment with civil rights, labor laws, and ethical standards?

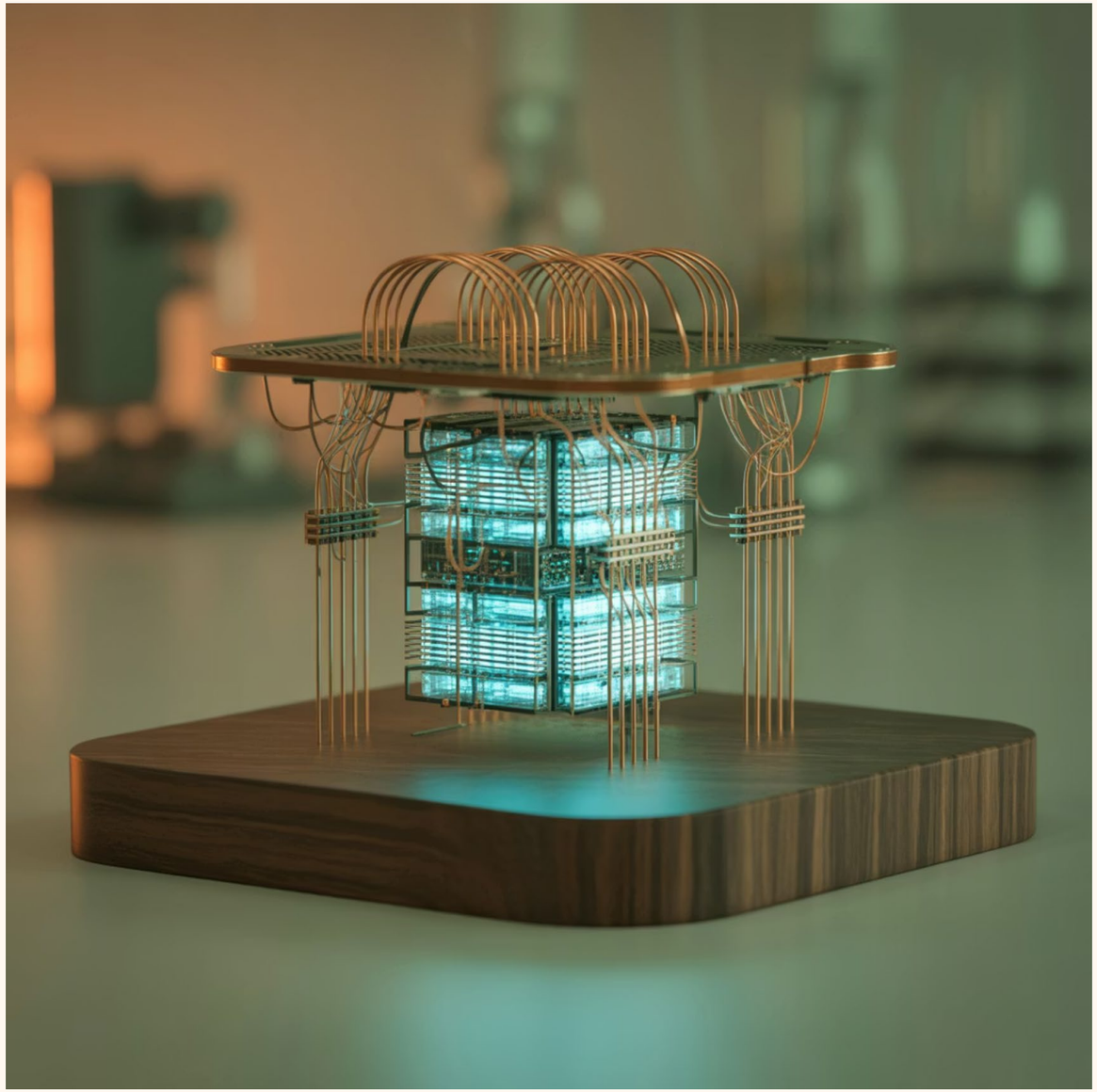
Criterion	Machine Learning	Generative AI	Agentic AI	AGI (Theoretical)
Learns from data	✅	✅	✅	✅
Generates content	❌	✅	✅	✅
Plans & acts autonomously	❌	❌	✅	✅
Understands general tasks	❌	❌	Partial	✅
Transfers knowledge	❌	Partial	Partial	✅
Self-awareness	❌	❌	❌	✅ (in theory)

The Next Frontier: Quantum Computing

Quantum computing represents a paradigm shift, not just faster computing:

- Classical computers use bits (0s and 1s)
- Quantum computers use qubits, which can be both at once (superposition)
- Enables exponential processing power for complex problems
- Quantum machine learning could reduce AI training times from months to minutes

Organizations and governments that prepare now (i.e., investing in quantum readiness, advanced cybersecurity, and ethical frameworks) will be positioned to lead.



Workforce Impacts

Augmentation, Not Just Automation

The popular narrative is that AI will replace jobs, but the more accurate story is job transformation.

Task Automation

AI will automate repetitive tasks across industries

New Skills Needed

Workers who can manage AI systems, interpret outputs, and collaborate with AI

Role Augmentation

AI will enhance capabilities in healthcare, finance, law, and education

States must invest in AI upskilling programs, digital literacy in K–12 and higher education, and transition support for displaced workers.

Policy Action & Final Takeaways

For States:

- Require algorithmic impact assessments in procurement
- Create AI advisory councils with public, private, and academic input
- Embed AI literacy in workforce development strategies

For Corporations:

- Train leadership on AI governance
- Establish internal AI ethics review boards
- Pilot responsibly—audit before you automate

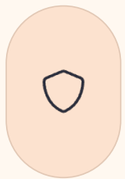
Essential AI Vocabulary

Machine learning

LLMs

Generative AI

Quantum computing



Guardrails

Understanding these terms empowers you to shape policy and lead responsibly—ensuring AI works for people, not against them.

Understanding Impact of AI on Workforce Development

Padhu Seshaiyer
VBWD Member
Professor & Director, GMU

June 13, 2025

VIRGINIA BOARD OF WORKFORCE DEVELOPMENT

US Employment Situation May 2025

Chart 1. Unemployment rate, seasonally adjusted, May 2023 – May 2025

https://www.bls.gov/news.release/pdf/empsit.pdf

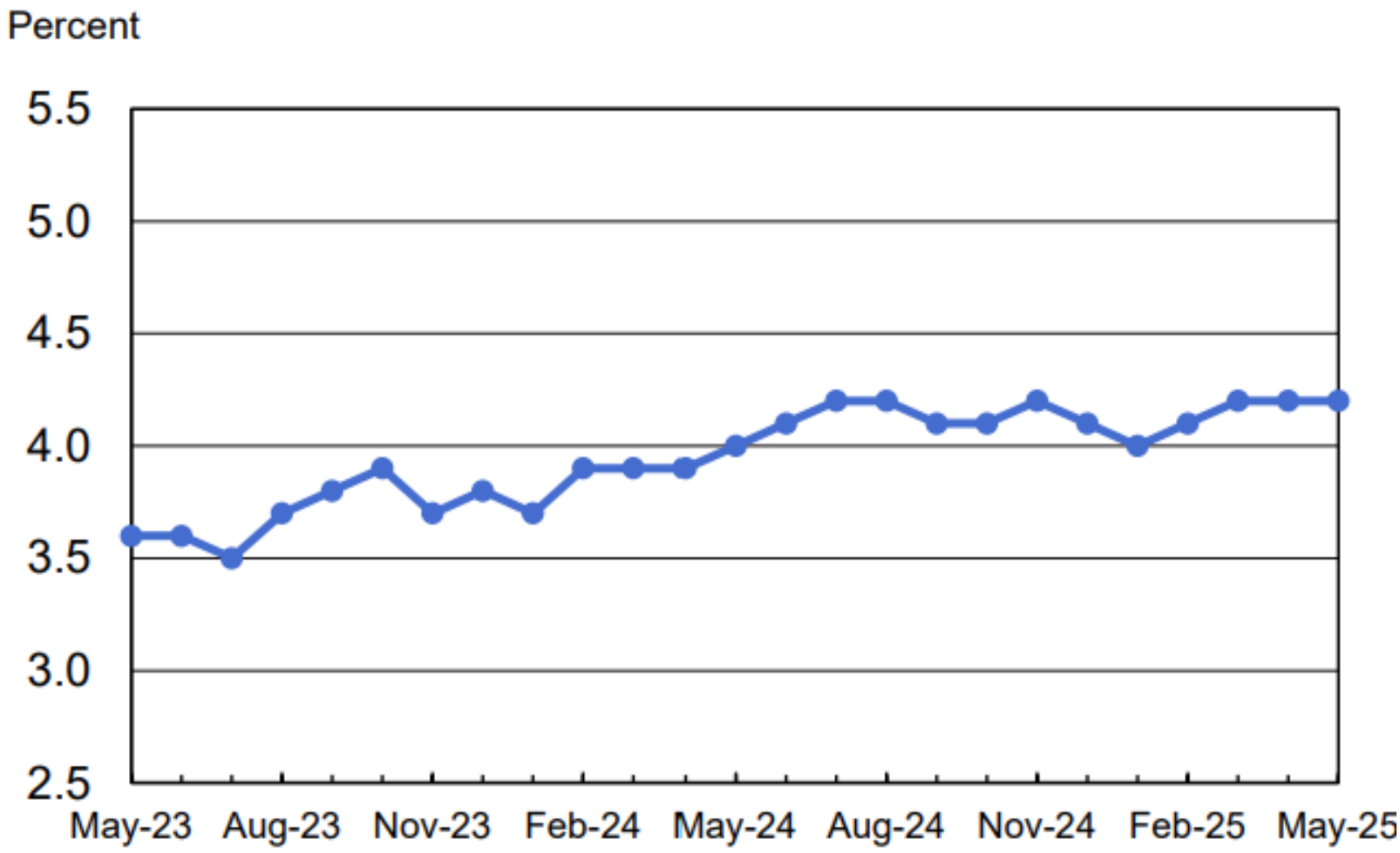
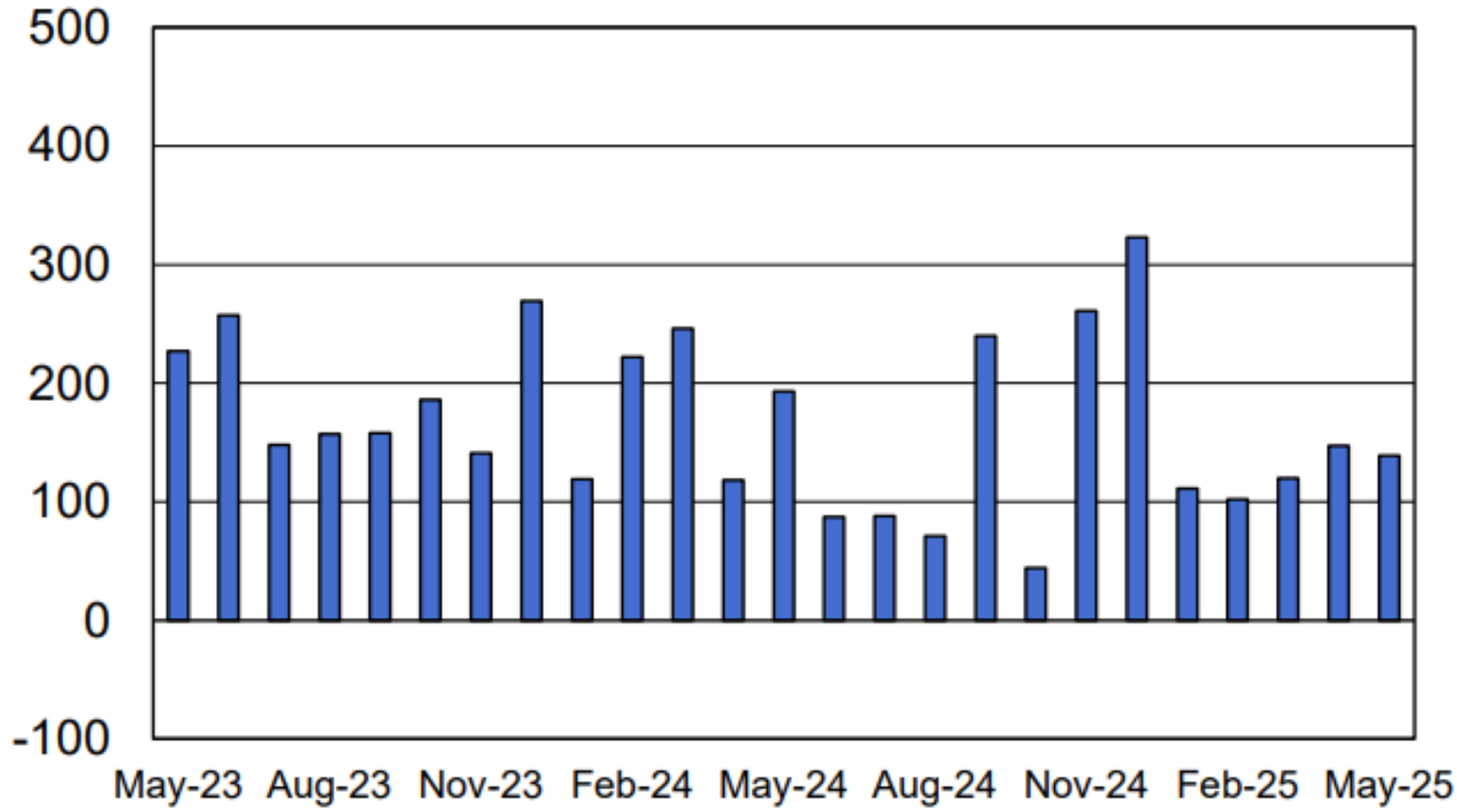


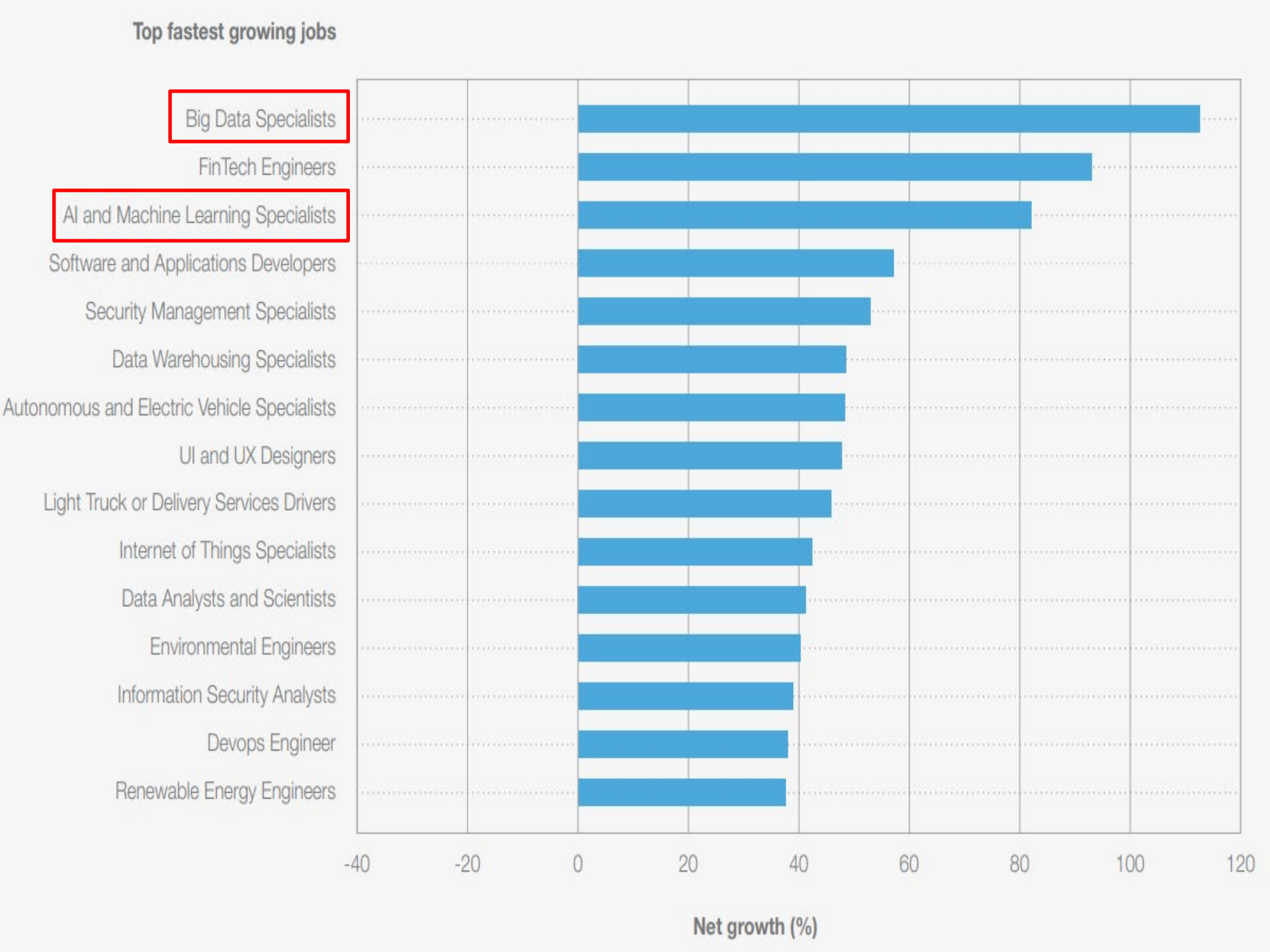
Chart 2. Nonfarm payroll employment over-the-month change, seasonally adjusted, May 2023 – May 2025

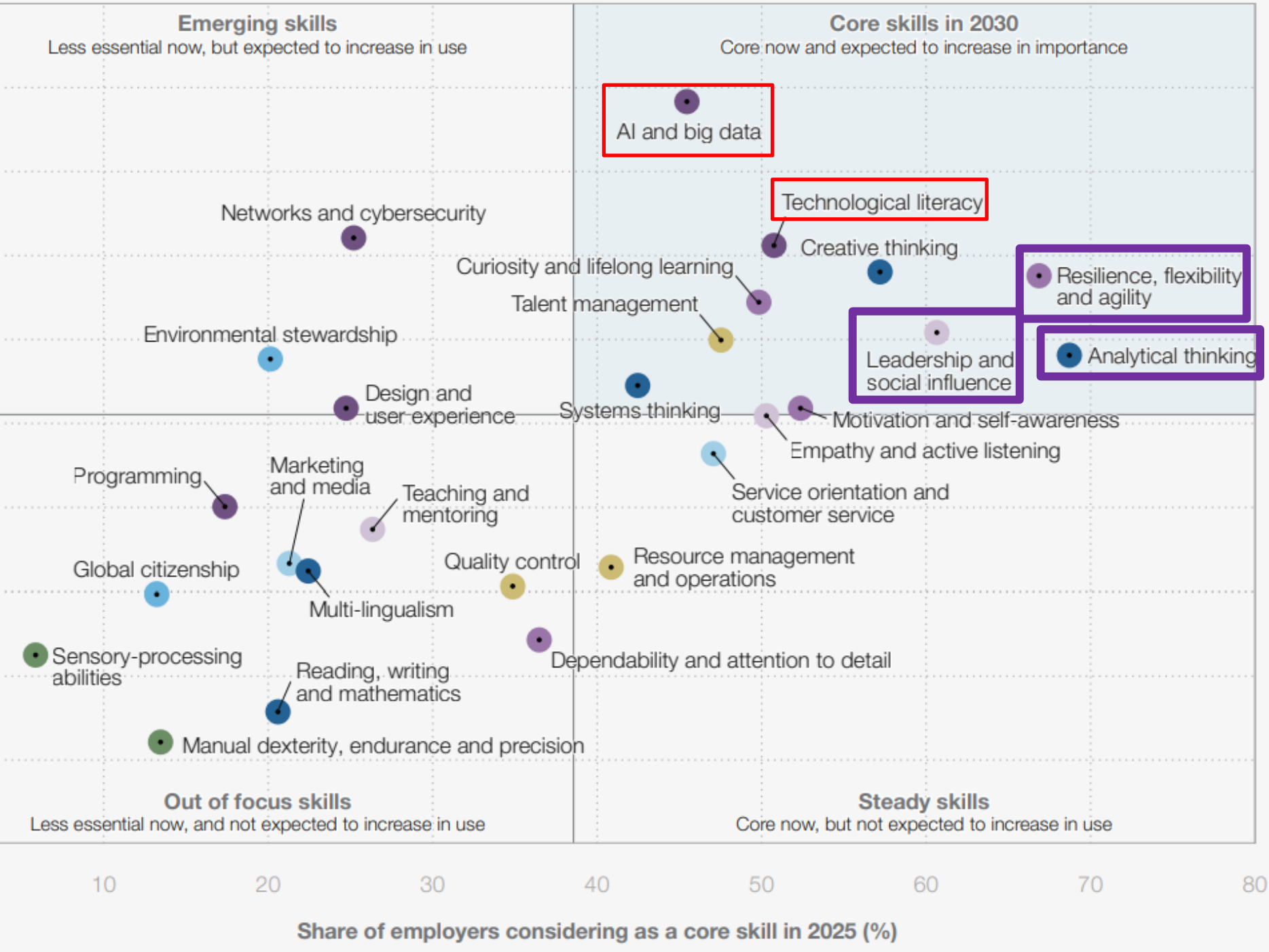
Thousands

https://www.bls.gov/news.release/pdf/empsit.pdf

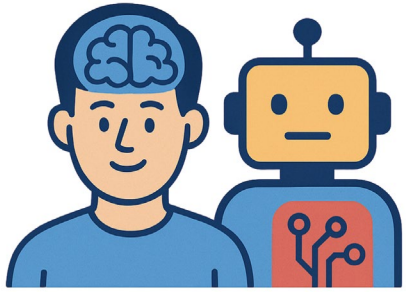


What do you think are the top fastest growing jobs and the core skills needed by 2030?


Top fastest growing jobs
Big Data Specialists
FinTech Engineers
AI and Machine Learning Specialists
Software and Applications Developers
Security Management Specialists
Data Warehousing Specialists
Autonomous and Electric Vehicle Specialists
UI and UX Designers
Light Truck or Delivery Services Drivers
Internet of Things Specialists
Data Analysts and Scientists
Environmental Engineers
Information Security Analysts
Devops Engineer
Renewable Energy Engineers
-40
-20
0
20
40
60
80
100
120
Net growth (%)


Emerging skills
Less essential now, but expected to increase in use
Core skills in 2030
Core now and expected to increase in importance
AI and big data
Technological literacy
Networks and cybersecurity
Creative thinking
Curiosity and lifelong learning
Resilience, flexibility and agility
Talent management
Environmental stewardship
Leadership and social influence
Analytical thinking
Design and user experience
Systems thinking
Motivation and self-awareness
Empathy and active listening
Programming
Marketing and media
Teaching and mentoring
Service orientation and customer service
Global citizenship
Quality control
Resource management and operations
Multi-lingualism
Sensory-processing abilities
Dependability and attention to detail
Reading, writing and mathematics
Manual dexterity, endurance and precision
Out of focus skills
Less essential now, and not expected to increase in use
Steady skills
Core now, but not expected to increase in use
10
20
30
40
50
60
70
80
Share of employers considering as a core skill in 2025 (%)

AI Simply Explained



"a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments."

SWOT on AI for Workforce Development

How can the workforce system use AI to improve the delivery of workforce development services over the next few years?

- What specific administrative processes—such as case management, eligibility determination, or performance reporting—could be automated using AI to improve efficiency and reduce staff burden?

How can the public workforce system leverage AI to better anticipate and respond to the needs of individuals and employers, and to modernize core government functions?

- In what ways can AI help personalize career and training services for job seekers?
- How can AI improve real-time labor market intelligence to more effectively match job seekers with in-demand occupations and guide training investments?

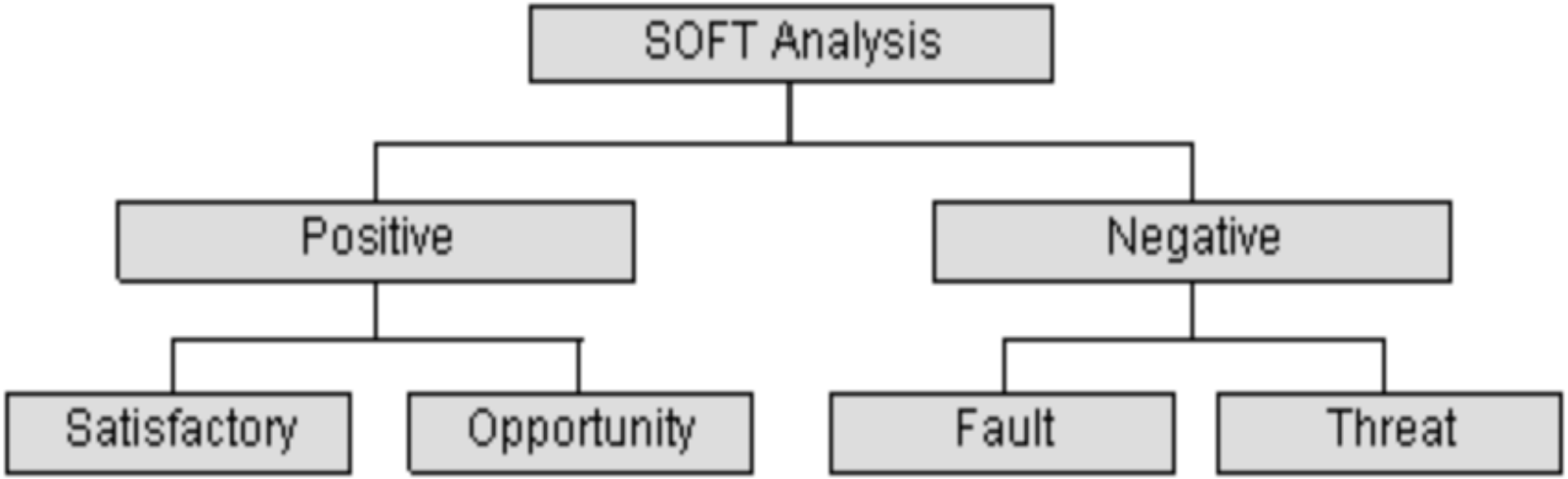
What do you see as the biggest obstacles or risks to using AI in workforce development service delivery?

What role should AI play in shaping Virginia's long-term workforce development strategy and policy decisions?

VIRGINIA CAREER WORKS

SWOT Analysis

From SOFT to SWOT

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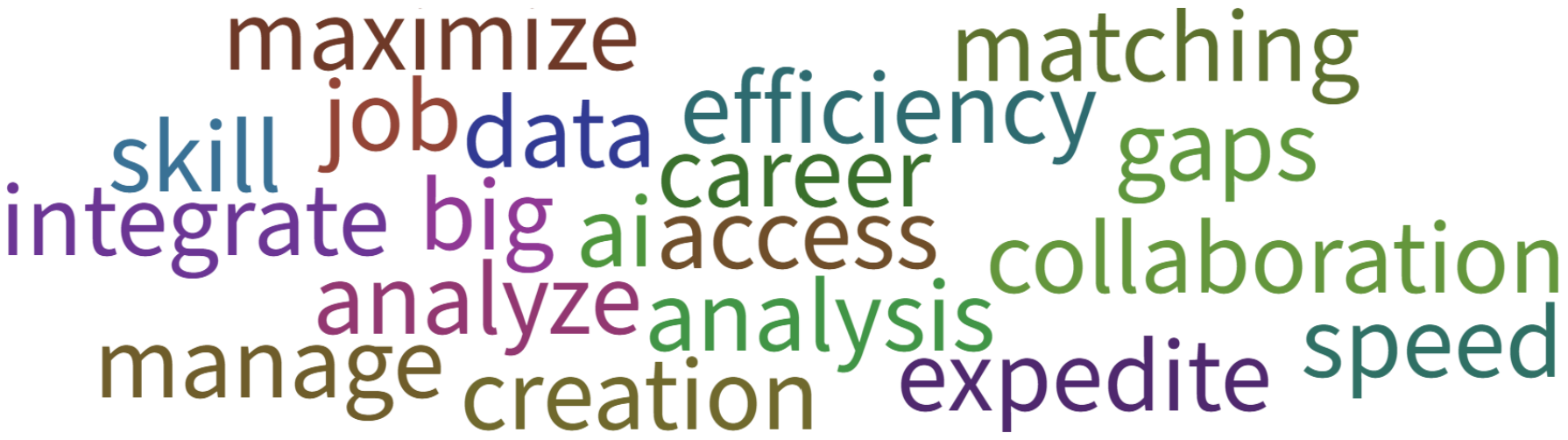
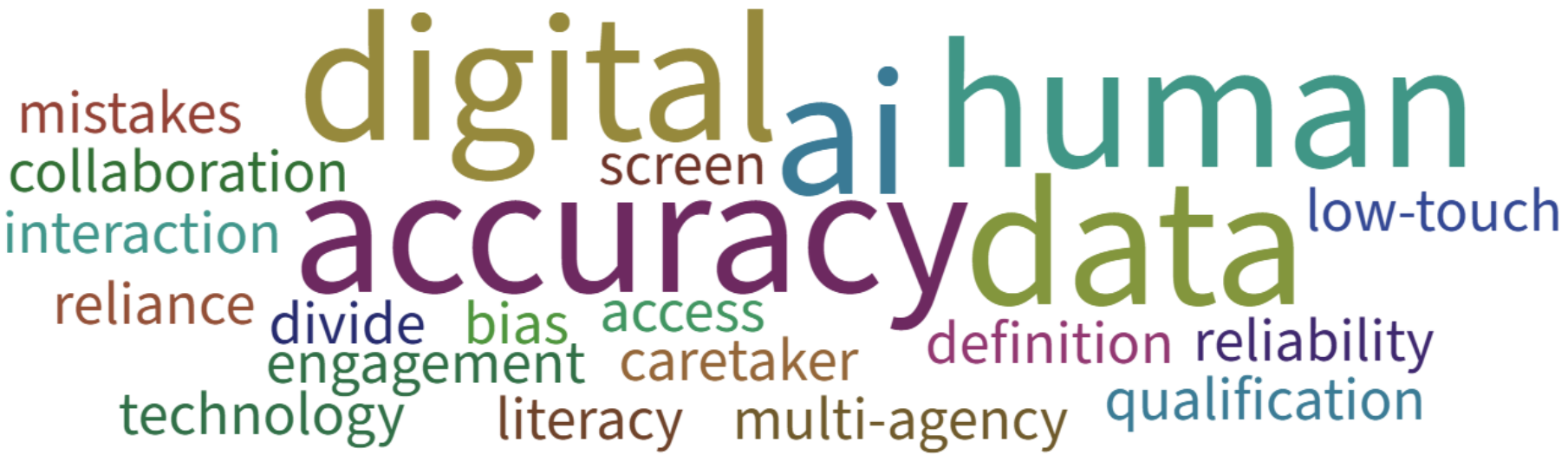
AI & Workforce Development

STRENGTHS



AI & Workforce Development

WEAKNESS



AI & Workforce Development

OPPORTUNITIES

AI & Workforce Development

THREATS

SWOT: AI & Workforce Development (VDWB – June 12, 2025)

	Positive	Negative
Internal	**Strengths** 1. Process Acceleration 2. Improved Efficiency 3. Integrated Systems 4. Expanded Access 5. Data Management 6. Job Creation	**Weaknesses** 1. Accuracy Risks 2. Overdependence 3. Digital Divide 4. Governance Uncertainty 5. Low-touch Interactions 6. Requires Digital Literacy
External	**Opportunities** 1. Simplification & Speed 2. Enhanced Productivity 3. New Training Pathways 4. Smarter Decision Making 5. Workflow Optimizations 6. Public Trust	**Threats** 1. Job Displacement 2. Data Privacy Risks 3. Ethical Concerns 4. Overregulation 5. Illusion of Perfection 6. Lack of Human Touch

SWOT: AI's Impact
Jobs & Workforce Development

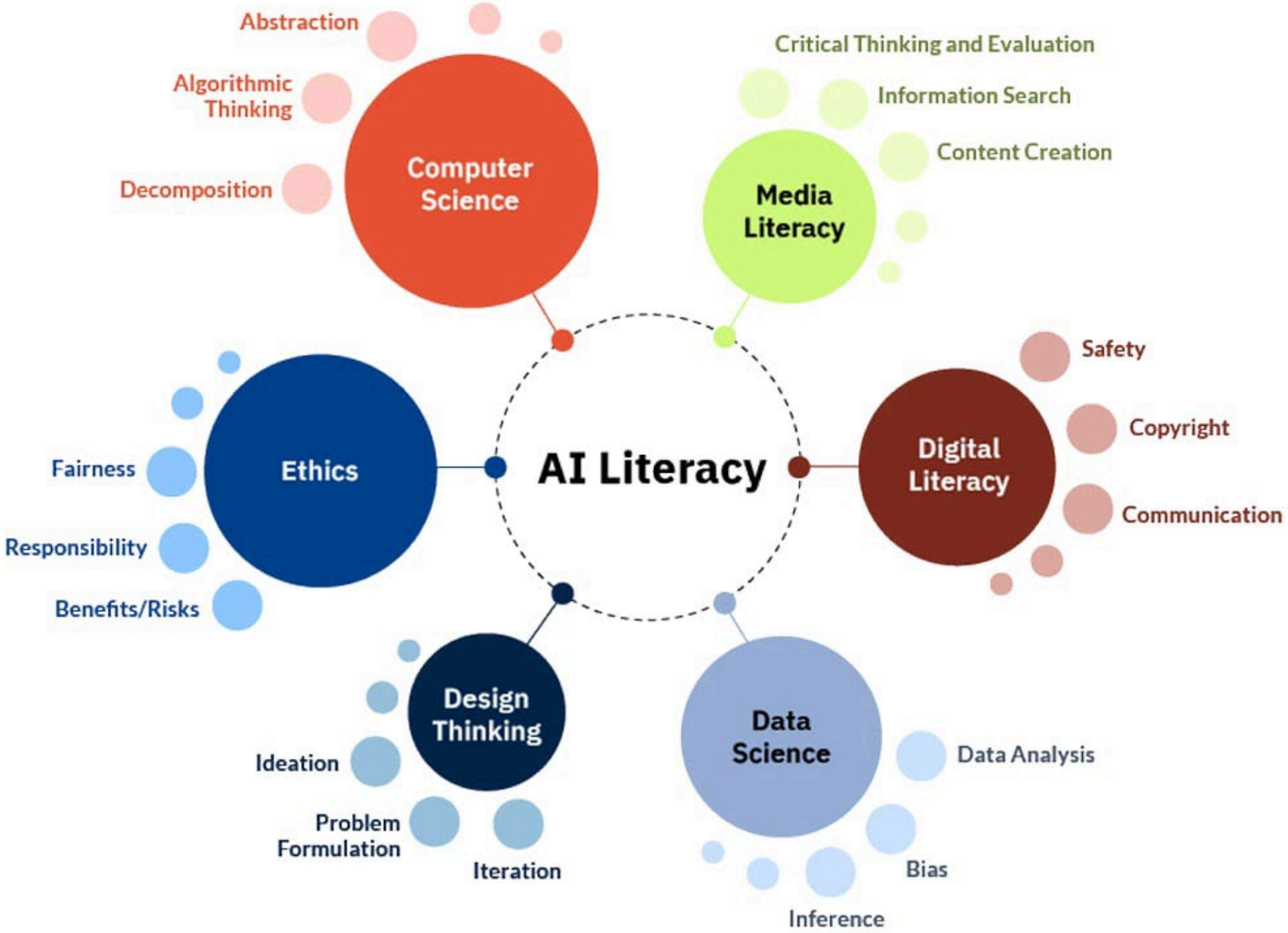
ChatGPT

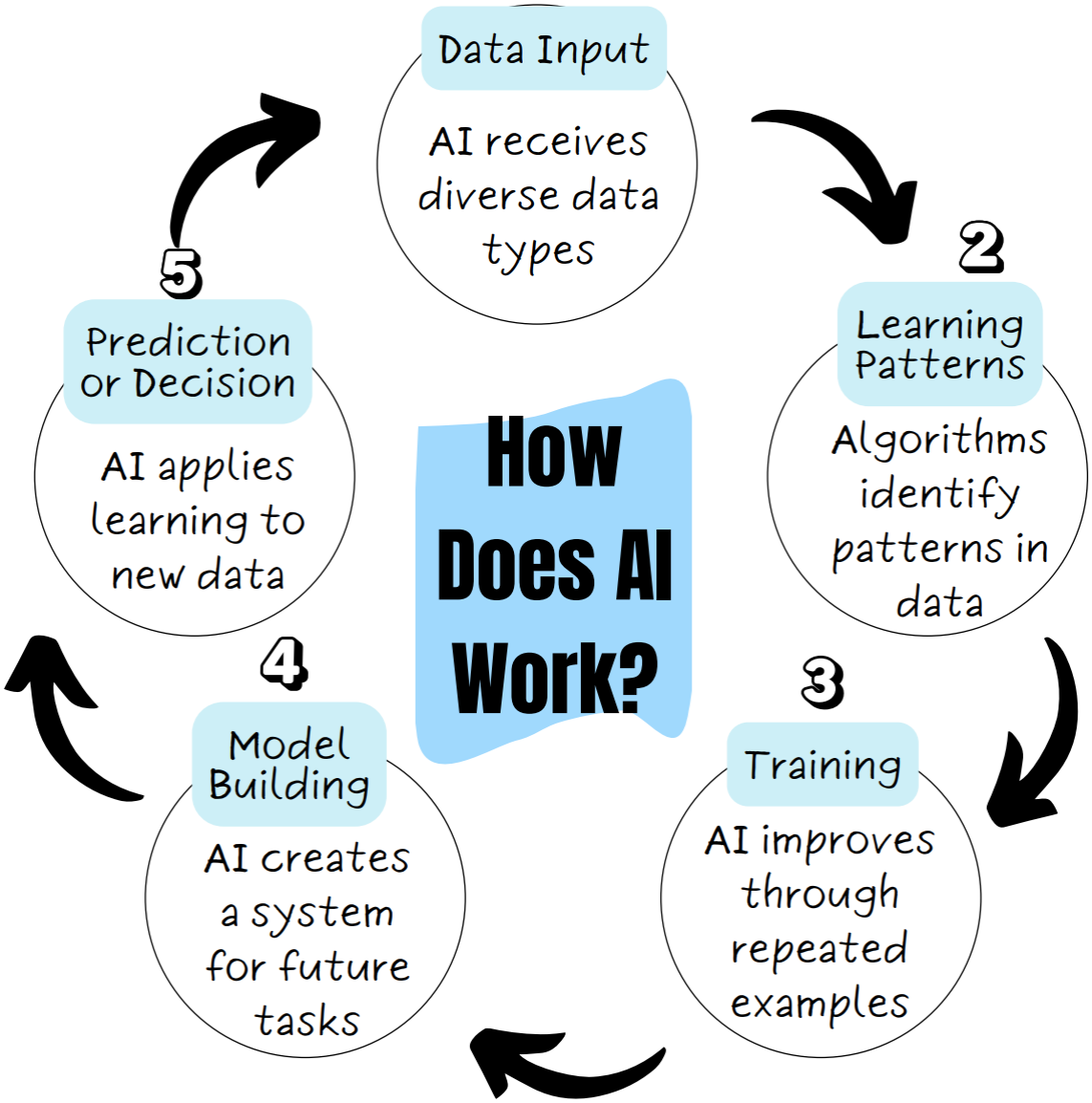
STRENGTHS
- Increased Productivity
- Job Creation in Tech
- Upskilling Opportunities
- Enhanced Decision-Making
- Remote & Flexible Work

WEAKNESSES
- Skill Gaps
- Unequal Access to Training
- Displacement Anxiety
- Cost of Implementation
- Overreliance on Automation

OPPORTUNITIES
- New Industry Creation
- Workforce Reskilling Initiatives
- Global Talent Access
- Human-AI Collaboration
- Inclusive Hiring

THREATS
- Job Displacement
- Widening Inequality
- Algorithmic Bias
- Ethical & Legal Risks
- Regulatory Uncertainty


AI Literacy
Computer Science
Abstraction
Algorithmic Thinking
Decomposition
Media Literacy
Critical Thinking and Evaluation
Information Search
Content Creation
Ethics
Fairness
Responsibility
Benefits/Risks
Digital Literacy
Safety
Copyright
Communication
Design Thinking
Ideation
Problem Formulation
Iteration
Data Science
Data Analysis
Bias
Inference


How Does AI Work?
1
Data Input
AI receives diverse data types
2
Learning Patterns
Algorithms identify patterns in data
3
Training
AI improves through repeated examples
4
Model Building
AI creates a system for future tasks
5
Prediction or Decision
AI applies learning to new data

According to OECD (2025), AI literacy refers to:

"The technical knowledge, durable skills, and future-ready attitudes required to thrive in a world influenced by AI. "
(p. 6)

1. knowledge of how AI works
2. the skills to use it effectively
3. the mindset to navigate its impact

How we think about AI matters just as much as how we use it.

KWIB AI Workforce Readiness Taskforce

Taskforce Roadmap

- August (8/7) – Foundation Setting
- September (9/3) – SWOT Analysis
- October (10/1) – Company Demonstration
- November (11/6) – Emerging Recommendations
- December (12/3) – Final Recommendations